

Utah Association of Family, Career and Community Leaders of America

Bylaws

Revised 2005

Family, Career and Community Leaders of America is a nonprofit national vocational student organization for young women and men in family and consumer sciences education in public and private schools through grade 12. It is open to students of all races and religious beliefs.

ARTICLE I

Name, Sponsors, and State Headquarters

Section 1. Name

The name of the organization shall be The Utah Association of Family, Career, and Community Leaders of America. Only the state association, and affiliated chapters shall use the name.

Section 2. Sponsors

The sponsor of the organization is the Utah State Office of Education, Career and Technical Education Services Section.

Section 3. State Headquarters

The location of the state headquarters of the organization shall be determined by the Utah State Office of Education.

ARTICLE II

Mission Statement and Purposes

Section 1. Mission Statement

The mission of Family, Career and Community Leaders is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communications, practical knowledge, and vocational preparation.

Section 2. Purposes

Organized instruction relating to the mission is part of the family and consumer sciences education program in schools. The purposes of the organization shall be as follows:

1. To provide opportunities for personal development and preparation for adult life;
2. To strengthen the function of the family and basic unit of society;
3. To encourage democracy through cooperative action in the home and community;
4. To encourage individual and group involvement in helping

achieve global cooperation and harmony;

5. To promote greater understanding between youth and adults;

6. To provide opportunities for making decisions and for assuming responsibilities;

7. To prepare for the multiple roles of men and women in today's society; and

8. To promote family and consumer sciences and related occupations.

ARTICLE III

Organization and Structure

Section 1. Chartered State Association

Chartered state association shall be composed of all affiliated chapters within the boundary of a state. As used herein, the term state shall be interpreted to apply to each state of the United States of America, the District of Columbia, Puerto Rico, the Virgin Islands, and Guam.

Continued affiliation requires payment of dues and submission of a copy of current bylaws to the national organization. State bylaws shall be consistent with those of the national organization. Chapter bylaws shall be consistent with the state association.

Suspension and reinstatement of a school association.

1. Any school chapter failing to meet the requirements for continued affiliation may be suspended from the organization by the State Advisory Board.

2. Upon meeting the requirements for affiliation and with the approval of the State FCCLA Advisory Board, the chapter may be reinstated to the state association.

Section 2. Areas

There shall be five designated

areas of Family, Career and Community Leaders of America in Utah as follows:

• **AREA ONE:** Box Elder District, Logan District, Cache District, Rich District, Weber District, Ogden District, Morgan District, and Davis District.

• **AREA TWO:** Duchesne District, Uintah District, North Summit District, South Summit District, Wasatch District, Daggett District, Salt Lake District, Tooele District, Park City District, Murray District and Granite District.

• **AREA THREE:** Jordan District

• **AREA FOUR:** Alpine District, Nebo District, Provo District, Juab District, Emery District, Carbon District, and Tintic District.

• **AREA FIVE:** South Sanpete District, North Sanpete District, Sevier District, Wayne District, Millard District, Piute District, Grand District, San Juan District, Beaver District, Iron District, Garfield District, Kane District, and Washington District.

Section 3. Chapters

Affiliated Chapters.

A chapter may be affiliated with public and private schools in which family and consumer sciences instruction is offered. The chapter shall be composed of students possessing the qualifications of membership.

Organization.

A chapter may be organized whenever, in the judgment of the teachers, students, and administrators, it would be advantageous to do so.

Section 4. Membership Qualifications

Active Membership. Any student who is taking or has taken a course in comprehensive or occupational family and consumer sciences through grade 12 shall be eligible for active membership in an organized chapter within the school. Students qualifying for

membership shall pay national, state, and chapter dues. Active members shall be eligible to hold office, make motions, and vote.

Inactive Membership. Any student who is taking a course in family and consumer sciences may be considered an inactive member and participate in related class activities. Inactive members shall not be eligible to hold office, make motions, or vote.

Alumni & Associates Membership. Former active members and other adults who share the goals and purposes of Family, Career and Community Leaders of America and its programs and who wish to support the continuing development of FCCLA youth shall be eligible for Alumni & Associates membership. Members of Alumni & Associates shall not be eligible to hold office, make motions, vote, or participate in out-of-class activities.

National Honorary Membership. Any individuals whose professional responsibilities are not directly related to Family, Career and Community Leaders of America, who have made outstanding contributions and who are giving continued service to the national organization by advancing its purposes, are eligible for honorary membership in the national organization. Honorary members have the privilege of attending all meetings of the organization but have no vote.

ARTICLE IV

Dues, Fiscal Year, Budget and Audit

Section 1. State Dues

The amount of state dues for active members shall be determined by the State Executive Council and the State Advisory Board and must be paid by February 1st of the current year to be eligible to compete in STAR events, run for state office, or apply for a scholarship

The amount of dues for the Alumni & Associates member category shall be determined by the State Advisory Board.

Honorary members pay no dues.

Section 2. Fiscal Year

The fiscal year shall be September 1 through August 31.

Section 3. Budget

The budget shall be developed and approved by the State Advisory Board.

Section 4. Audit

An audit of the financial statements shall be conducted annually on a schedule established by the State ATE Director.

An audit of financial statements shall be conducted whenever there is a change in the state leadership organization advisor, if requested by the State CTE Director.

ARTICLE V

State Executive Council

Section 1. State Officers

The state organization shall have 10 elected officers, two from each of the areas. They will be elected by the current Advisory Board guidelines. Each school in each of the five areas will be eligible to run an officer candidate each year. The elections will be held during the state convention. Such officers will be members of the State Executive Council. The offices shall be: President, 1st Vice-President, Vice-A. B. C. President of Community Service, Vice-President of History, Vice-President of National Programs, Vice-President of Membership, Vice-President of Parliamentary Law, Vice-President of STOP the Violence, Vice-President of Public Relations, and Vice-

President of STAR Events. The designation of each State Executive Council member's office shall be determined by the incoming State Executive Council. National officer candidates shall assume the office of 2nd Vice-President.

Section 2. Qualifications

A State Executive Council member shall have the following qualifications:

Is currently an active member in an affiliated chapter and has been an active member in good standing for at least one year; must be national and state affiliated by February 1st. National officer candidates must meet the national requirements and must be national and state affiliated by November 1st.

Must have completed a minimum of 1 credit of comprehensive or occupational family and consumer sciences classes;

Needs the approval of the school chapter; and

Present or former members of the State Executive Council cannot be state officer candidates.

Section 3. Officer Duties

The *president* shall preside over all business meetings of the organization and of the State Executive Council; represent the Executive Council at applicable meetings of other organizations; appoint, after consultation with the state advisor, the chairperson and members of Executive Council committees and be an ex-officio member of the committees.

The *1st vice-president* shall assume responsibility in the absence of the president and shall keep the minutes of all state meetings and meetings of the State Executive Council.

The *1st vice-president* shall also serve as a voting delegate at the National Leadership Meeting.

The *vice-president of community service* shall provide leadership in planning and implementing the organization's community service programs; shall serve as a contact to chapters, reporting the chapters'

projects to the state newsletter; and shall serve as a voting delegate at the National Leadership Meeting.

The vice-president of history shall keep a pictorial history of the State Executive Council and activities through the state, beginning with Officer Leadership Training Camp and concluding at State Convention with a finished record of the year.

The vice-president of national programs shall provide leadership in planning and implementing programs for individual development and in recognition of the organization's members.

The vice-president of membership shall provide leadership in planning and implementing programs for membership promotion, development, and recognition.

The vice-president of parliamentary law shall provide leadership in assuring that the business sessions for the state organization and meetings of the State Executive Council are conducted in accordance with acceptable parliamentary law.

The vice-president of STOP the Violence shall provide leadership in planning and implementing the organization's peer education programs and shall plan and provide the chapters' peer education activities for recognition.

The vice-president of public relations shall provide leadership in planning and implementing the organization's public relations programs.

The vice-president of STAR Events shall provide leadership in planning and implementing the organization's STAR Events program and recognition.

The 2nd vice-presidents shall assume duties duly assigned by the State Advisory Board

Section 4. State Executive Council Duties

The elected representative body of Utah Family, Career and Community Leaders of America shall be the State Executive Council. The essential function of the council shall be program development, program implementation, and public relations. The State Executive Council shall have the following responsibilities: Review the aims and objectives of the national program of Family, Career and Community Leaders of America.

Recommend the establishment of programs, projects, and activities.

Plan the program for the state leadership meeting.

Plan the program for the state convention and other meetings sponsored by the state organization.

Conduct the official business of the organization at the state meeting.

Interpret and advocate the goals and program activities of Family, Career and Community Leaders of America groups and individuals within and outside the organization.

Section 5. Advisors

The state advisor shall serve as official advisor to the State Executive Council.

Chapter advisors to council members shall accompany them to meetings and serve as consultants to the State Executive Council.

Advisors to Executive Council members shall assume responsibilities for helping run the state convention as well as area conferences.

Section 6. Term of Office

Officers shall serve for one year on the State Executive Council or until their successors are elected.

Section 7. Vacancies

If the office of president should become vacant, the 1st vice-president shall automatically assume the office and duties of the president.

Appointments for vacancies in offices other than the president, which occur before one-half of the officer's term has been completed, shall be made by the president in consultation with the state advisor. With the exception of the office of president, if a vacancy occurs after one-half of the officer's term has been completed, then the other members of the State Executive Council assume responsibilities of that office. The president, in consultation with the state advisor, shall make such assignments.

ARTICLE VI

Advisory Board

Section 1. Purpose

The legal governing body of Utah Family, Career and Community Leaders of America shall be the State Advisory Board.

The Board shall have fiscal oversight for the organization.

The Board shall conduct an annual performance evaluation of the work performed by the state advisor.

The Board receives and acts upon the recommendations of the state advisor relative to management of the program and fiscal matters.

Section 2. Membership

Membership shall consist of one elected appointed representative from each of the five areas;

The district administrative representative;

The State Family and Consumer Sciences Specialist; the State Advisor, and the State Administrative Assistant.

Term of elected Representatives will be five years according to the following rotation: Area 5; Area 3; Area 2; Area 1; Area 4.

Section 3. Guidelines

The Advisory Board will follow Utah State Career and Technical Guidelines for Career and

Technical Student Organizations Advisory Boards.

Section 4. Meetings

The State Advisory Board will hold quarterly meetings and any additional meetings as needed.

Section 5. Officers

Officers shall consist of president chairman member with most seniority), secretary (member with 2nd most seniority), and any other duties or responsibilities as duly appointed by the president chairman.

Section 6. Quorum

The Board must have a quorum to transact business.

Section 7. Vacancies

The Board will fill vacancies as needed.

ARTICLE VII

State Advisor

The state advisor shall be the chief administrative officer of Utah Family, Career and Community Leaders of America. Duties of the state advisor shall be:

- To provide administrative services for the designated organization on a daily basis within the Career and Technical Education Policies;
- To advise and coordinate the activities of the state executive council and the state advisory board;
- To provide consulting services to teachers within the Family and Consumer Sciences program area;
- To supervise the state officers' activities;
- To work closely with the State Specialist and Career and Technical Student Organization advisor in planning, organizing, preparing for, and conducting all conferences.
- To make arrangements for the National Leadership Meeting
- To organize, coordinate, and supervise the state organization's delegation at the National Leadership Meeting;
- To plan, organize, and conduct the organization's state officers to

the National Fall Cluster Meeting;

- To plan, coordinate, and conduct other national-sponsored programs;
- To plan, organize, and conduct the organization's State Fall Leadership Conference and related activities including arranging contracts;
- To plan, organize, and conduct the organization of the annual State Convention including arranging contracts;
- To coordinate with the appropriate Utah State Office of Education specialists in preparing and disseminating all publications;
- To solicit membership from schools, districts, and institutions in the state;
- To prepare membership information required by the leadership organization and return it to the local affiliated chapters;
- To prepare correspondence to each local association concerning state and national Family, Career and Community Leaders of America organization's program of work and related activities;
- To respond to local chapter requests concerning local, state, and national activities;
- To arrange executive committee and state officer meetings;
- To prepare and supervise all secretarial support services;
- To plan, organize, and conduct new officer training;
- To plan, organize, and attend CTSO Leadership meeting with State Officers;
- To assist State Officers in planning and carrying out Area Conferences including arranging contracts.

State Administrative Assistant

Duties of the state

administrative assistant shall be:

- To operate the organization of financial accounts within the Utah State Board of Education's Financial Standards for CTE Leadership Organizations, R277-914;
- To plan, organize, prepare, and conduct registration for Fall Leadership;
- To plan, organize, and prepare Advisor Training for Fall Leadership;
- To plan, prepare and organize orientation for Evaluators at Area Conference;
- To help with STAR events at Area Conferences;
- To plan, organize registration, STAR events, room consultants, evaluators, and gifts for State Convention;
- To prepare training for State Officer Advisors and Board Members.

ARTICLE VIII

Chapters

Section 1. Chapter Advisors

Teachers certified in and currently teaching in family and consumer sciences education occupations shall serve as advisors.

Section 2. Chapter Dues

The chapter may determine local membership dues subject to approval by the members of the chapter and in accordance with local school board policy. They shall be in addition to national and state dues.

Section 3. Bylaws

Chapter bylaws shall be adopted to govern the transaction of business, provided such bylaws are in accord with those of the state organization.

ARTICLE IX

Meetings

Section 1. Area Meetings

The time and place area meetings will be determined by the area councils.

The purpose of the meetings shall be:

To conduct competitive National

STAR events to qualify for State competition; and

To provide National Program workshops and information.

Section 2. State Meetings

The time and place of the state meetings shall be determined by the state advisor upon consultation and approval by the Advisory Board. The purpose of the meetings shall be:

To recognize outstanding chapter and individual accomplishments;

To host competitive (STAR) events and select those qualifying to participate at the National Leadership Meeting; and,

To elect a new Executive Council.

Section 3. Voting Delegates

The number of voting delegates to which each chapter is entitled shall be determined by the number of affiliated active members within the chapter on February 1st of the meeting year according to the following scale:

Each chapter with 1-20 affiliated members shall have 2 delegates.

Each chapter shall have 1 additional delegate with each 20 additional affiliated members.

Section 4. Voting

The privilege of voting shall be limited to the designated voting delegates. Proxy voting is not allowed.

Section 5. Area Voting Meetings

Area meetings shall be held at the time and place of the state convention for the purpose of presenting state officer candidates and transacting necessary business and voting.

ARTICLE X

STAR Events

Section 1. Area Events

Members who are state and nationally affiliated by the February 1st deadline may compete in one STAR event at the area meeting. It must be a national STAR event.

Section 2. National Events

Current national guidelines will be

followed at all competitions. State (Utah State Guidelines):

- A member must first compete in area competitions in the event to qualify for competition at the state convention.

- The student must compete in the same event at Area and State.

- A member may compete in one STAR event per year.

- A member may compete in the same event every other year.

- The highest scoring gold or silver medal winner placing 1st, 2nd, or 3rd place qualifies for national competition at the National Leadership Meeting.

- In the event of a run off, the run-off score supercedes the first score, if it is higher than the original score;

- The purpose of a run off is to determine placement of 1st, 2nd, and 3rd place;

- Chapters may only do ONE (1) CHAPTER SHOWCASE STAR event. They may choose Jr., Sr., or Occupational Category and they may choose either Manual or Display.